Presentation Manager Skills: Personal Competency Checklist

Use this checklist to track your progress as you practice mastering the 10 Skills of Presentation Management.

		Complete	Date
1	**Sharing a PowerPoint slide.**	☐	_____
2	**Sharing a PowerPoint slide to Breakout Rooms.**	☐	_____
3	**Navigating to a specific slide.**	☐	_____
4	**Managing interactive slides, including:**	☐	_____

(A) Set-up (monitor arrangement, checking slide transition settings, plastic overlay), practice and communicating with the course leader.

(B) For the Landmark Forum: Already Always Listening, or, for the Landmark Advanced Course: Social Circles.

5	**Vicious Circles slide.**	☐	_____
6	**Sharing videos, including:**	☐	_____

(A) Sharing a video using the Zoom video player.
(B) Sharing a video using a portion of the screen.

7	**Sharing Welcome videos, including:**	☐	_____

(A) Opening Welcome video and Timer video for LYF.
(B) Tuesday Final Session Welcome video with the announcement.

8	**Sharing Break timer videos.**	☐	_____
9	**Managing the break timer and the Vanto video with a backup timer.**	☐	_____
10	**Setting yourself up to succeed, including:**	☐	_____

(A) Managing file structure.
(B) Mastering volume controls.
(C) Checking transfer speeds.
(D) Disabling slide annotations.
(E) Making an index list of slides used in coaching.
(F) Getting Ready for the Team Pre-Flight Checklist meeting.

Notes:

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